



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: INTERNAL AUDIT AND CONTROL COORDINATOR (Provisional* Appointment)

SALARY: \$47,572 - \$61,140.00 annually

LOCATION: Monroe County Office of Public Integrity

JOB SUMMARY:

This position, located in the Monroe County Office of Public Integrity, is responsible for conducting independent financial, operational, and compliance audits and providing analysis and recommendations to Monroe County government administration. Responsibilities also involve reviewing the adequacy and effectiveness of Monroe County's systems of internal accounting and operating controls and ensuring compliance with policies, plans, procedures, laws and regulations that could have impact on operations. The employee reports directly to the Director of Office of Public Integrity. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or an accounting, auditing or finance field, plus one (1) year paid full-time or its part-time equivalent professional** experience in accounting or auditing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields mentioned in (A) above; OR,
- (C) Possession of a valid Certified Internal Auditor (CIA) designation*** or New York State Certified Public Accountant (CPA) license or; OR,
- (D) An equivalent combination of education and experience as described by the limits of (A), (B) and (C) above.

**professional experience, for the purpose of these minimum qualifications, does not include bookkeeping, account keeping, financial record keeping or similar experience.

***submit copy of CIA certificate with application.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: October 17, 2016

Posting Deadline: October 31, 2016

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.